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1. Go to Add the content

- Once one logins into the site, several menu starting from left hand side are appeared at the top of web page.
- To Add a new Project Template, select Project Template under My Workbench

Figure 1: Project Menu

2. Go to Create/Edit Project Template Content

- One will get the below user project input/edit screen (**Figure 2**). Just input any information which is applicable to your project. Any unfillable section will be disappeared in the display area when the detail page of project is displayed as shown in Figure 3.

[Input/edit screen of a project template](#) [4]

Figure 2: Input/edit screen of a project template

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Post date:

02/02/2015 - 12:44

Last modified:

02/24/2015 - 13:04

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Date created: December 11, 2014 | Last updated: February 18, 2015

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